# Western Sydney Region RTO

**Assessment Package**

**Package Overview for Assessors**

|  |  |  |
| --- | --- | --- |
| **Package Number**  **Package Title** | IT 02  Preparation for Work Placement | |
| **Training Package** | Information and Communications Technology (ICA05) | |
| **Unit(s) /Elements to be assessed by this package:** | BSBCMN106A Follow workplace safety procedures  ICAU3004B Apply OH&S procedures  ICAW2001B Work effectively in an IT environment  ICAW2002B Communicate in the workplace | |
| **Package contents and information for assessors** | **Pages**  **2 & 3** | The Assessment Notice includes the **task description** and is provided to students. |
|  | **Pages 4** | Assessment Checklist for the teacher to use when the report and the workplace research is provided to assessor |
|  | **Page** | The **Assessment feedback sheet** should be completed by the assessor and provided to the student when all aspects of the task have been completed and additional verbal feedback and opportunities for re- assessment if necessary discussed. |
| Suggestions for Carrying Out Task |  | * Ensure that students are provided with a workplace journal |
| **Equipment and/or resources required** |  | Equipment/Resources Required ● Computer running Word  ● Workplace journal |
| **Other comments** |  |  |

# Western Sydney Region

# Vocational Education and Training

### Assessment Notice

|  |  |
| --- | --- |
| **VET Framework:** Information Technology | |
| **Assessor / Teacher:** | |
| **Unit of competency**:    BSBCMN106A Follow workplace safety procedures  ICAU3004B Apply OH&S procedures  ICAW2001B Work effectively in an IT environment  ICAW2002B Communicate in the workplace | |
| **Date task given: Date due:** |

|  |
| --- |
| **Task Description:**  During your work placement you will gather information to assist you in the following scenario.  You have a new manager who has asked for a simple report identifying the following:   1. What are the IT policies and procedures of the organisation? 2. Are these policies and procedures actually being used? 3. What are the critical pieces of hardware and software used by the organisation? 4. Are these maintained according to requirements and prevailing policies and procedures?   Part A  While you are at work placement you are required to gather the information so you will be able to write the report when you get back to school. You will be provided with a table and documentation to complete while on work placement.  Part B  When you are back at school you will use the computers to compile this information into a report of no more than one page.  Part C **(Contributing competencies)**  Please note that this report may also be used as evidence by you in a number of other units of competency including:  ICAU2006A Operate computing packages |



Reflection/ Assessment Sheet for Student and Assessor

|  |  |
| --- | --- |
| **Candidate name:** |  |
| **Unit:** | **Preparation for Work Placement** |
| **Assessor / Teacher:** |  |

While you are at work placement you are required to gather the following information so you will be able to write a report when you get back to school

| **During this task,**  *( insert a tick for ‘yes’, cross for ‘no’,* | | **Student** | **Assessor** |
| --- | --- | --- | --- |
|  | Company name |  |  |
|  | Address |  |  |
|  | Phone |  |  |
|  | Fax |  |  |
|  | Contact Name |  |  |
|  | Email |  |  |
|  | Company web address |  |  |
|  | Briefly explain the type of work carried out |  |  |
|  | Describe their customers/clients |  |  |
|  | How many people are employed at the workplace? |  |  |
|  | What are the key departments of the workplace? |  |  |
|  | What is the role of the IT department at your workplace? |  |  |
|  | How many people are in the IT department? |  |  |
|  | Describe the key roles of the key personnel at your workplace |  |  |
|  | Draw a simple organisational chart of the key personnel in the IT department at your workplace/ or in your school |  |  |
|  | List 5 consumables found in the Organisation, state their use and the procedures used to replace and maintain these items |  |  |
|  | Choose a piece of software (e.g. MYOB) used by the company and explain its purpose, main features and advantages. |  |  |
|  | Collect information about the hardware used by the company. This information may include written information, photos or photocopies of manuals. This information should include the make, model and the location of the hardware |  |  |
|  | Collect a copy of the company’s policies and procedures manual. If there is no manual, what are the main policies and procedures relating to the IT department |  |  |
|  | How is IT equipment maintained and serviced in your workplace |  |  |

# Western Sydney Region RTO

# Vocational Education and Training

**Assessment Feedback**

|  |  |
| --- | --- |
| **Candidate Name:** | |
| **VET Framework:** | |
| **Assessor / Teacher:** | |
| **Unit of competency:**  BSBCMN106A Follow workplace safety procedures  ICAU3004B Apply OH&S procedures  ICAW2001B Work effectively in an IT environment  ICAW2002B Communicate in the workplace | |
| **Practical Date :** |

**Overall Result**

|  |  |  |
| --- | --- | --- |
| **Unit Code** | **Elements of Competency** | **Competent/Not Yet Competent** |
| BSBCMN106A Follow workplace safety procedures | |  |  | | --- | --- | | 1. | Follow workplace safety procedures | |  |
| |  |  | | --- | --- | | 2. | Contribute to Occupational Health & Safety in the workplace | |  |
| ICAU3004B Apply OH&S procedures | 1. Determine OH&S issues relating to immediate work environment |  |
| 2. Document and disseminate OH&S requirements |  |
| 3. Provide basic ergonomic advice |  |
| ICAW2001B Work effectively in an IT environment | 1. Identify IT in an organisation and related relevant policies and procedures |  |
| 2. Identify IT equipment, software and operating systems used by the organisation |
| ICAW2002B Communicate in the workplace | 1. Establish contact with clients |  |
| 2. Process information |

|  |
| --- |
| **Assessor / Teacher Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: . |
| **Student Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: |